

BOOK RESOURCES

Books Books

Nonprofit sector overview

J. Steven Ott, *The Nature of the Nonprofit Sector*. Boulder, CO: Westview Press. (2001).

Lester Salamon, *America's Nonprofit Sector: A Primer* (2nd ed.). New York: Foundation Center. (1999).

Management/leadership of nonprofit organizations

Robert D. Herman, *The Jossey-Bass Handbook of Nonprofit Leadership and Management*. San Francisco: Jossey-Bass. (1994).

J. Steven Ott, *Understanding Nonprofit Organizations: Governance, Leadership and Management*. Boulder CO: Westview Press. (2001).

Joan E. Pynes, Alan Shrader, *Human Resources Management for Public and Nonprofit Organizations*. San Francisco: Jossey-Bass. (1997).

Mary Tschirhart, *Artful Leadership: Managing Stakeholder Problems in Nonprofit Arts Organizations*. Bloomington, IN: Indiana University Press. (1996).

Thomas Wolf, *Managing a Nonprofit Organization in the Twenty-first Century*. New York: Fireside. (1999).

Boards of trustees; boards-staff

Robert C. Andringa & Ted W. Engstrom, *Nonprofit Board Answer Book*. Wash DC: NCNB

John Carver, *Boards that Make a Difference* (2nd ed.). San Francisco: Jossey-Bass. (1997).

Cyril O. Houle, *Governing Boards* (1997). San Francisco: Jossey-Bass.

Law of nonprofits

James J. Fishman and Stephen Schwarz, *Nonprofit Organizations: Cases and Materials* (2nd ed.). New York: Foundation Press. (2000).

James J. Fishman and Stephen Schwarz, *Nonprofit Organizations: Cases and Materials. Statutes, Regulations and Forms*. New York: Foundation Press. (2000).

Managing strategically

John M. Bryson, *Strategic Planning for Public and Nonprofit Organizations: a Guide to Strengthening and Sustaining Organizational Achievement*. (Rev. ed). San Francisco: Jossey-Bass Publishers. (1995).

Resources Resources

State and Federal Offices

Utah Department of Commerce
Division of Corporations
Heber Wells Building
160 East 300 South
Salt Lake City, UT 84145
(801) 530-4849
<http://www.commerce.utah.gov>

State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
<http://txdtm01.tax.ex.utah.gov>

Internal Revenue Service
Ogden, UT 84201
Nonprofit I.R.S. toll-free calls 1-877-829-5500
Refer to the website for current forms. Send forms to appropriate offices as instructed on individual forms.
<http://www.irs.gov>

Helpful Websites

Minnesota Council on Foundations
<http://www.mncn.org/bylaws.htm>

<http://nonprofit.about.com>

National Center for Nonprofit Boards
<http://www.ncnb.org>

This website provides useful answers to many questions about nonprofit organizations such as how to form a board, providing sample job descriptions for the president, vice-president and secretary, questions about board structure, etc.

Utah Nonprofits Association
University of Utah
1901 E. South Campus Dr. Room 2120
Salt Lake City, UT 84112-9363
801.581.4883: 801.585.5489 FAX
www.utahnonprofits.org

Membership organization for Utah's nonprofit organizations. Provides services including networking opportunities, executive roundtables, training events, a newsletter, a biannual conference and insurance discounts. Membership dues are assessed according to an organization's annual budget.
<http://www.nonprofits.org/>

The Foundation Center
www.fdncenter.org
Find copies of Form 990, information about funders, tips of fund raising, and much more.

Index

Form 990 27
Form 1023 19
Form 8718 21

A

Advance Ruling 20
Amendments
 Articles 12
 Bylaws 16
Annual Report 27
Articles of Incorporation 11, 29-32

B

Bank Account 3
Board of Directors
 Defined 15
 Meetings 36
 Number 17, 35, 38
 Payment 21, 25
 Powers 35
 Size 17
 Structure 17
 Terms in Office 17, 35, 38
 Vacancies 36
Bylaws 15, 33-42

C

Charitable Solicitations Permit 25

D

Date of Incorporation 13
Determination Letter 3, 5, 23, 24
Distribution of Funds, 32
Dissolution, 32
Donors 20, 25

F

For-Profit 2, 3
Funders 25

I

Indemnification 16
Incorporators 11, 31

J

Joint Venture 3

L

Lobbying 3

M

Mail Rate (nonprofit) 24
Meetings 36, 37, 40
Members 11, 15, 30

N

Name 7, 9, 11
 Reserving 9

O

Officers 15, 31

P

Partnership 3
Perpetual Existence 32
Postal Rate (nonprofit) 24
Principal Office 11, 31, 35
Purpose 11, 15, 29, 35

R

Reinstate 27

S

Sales *see tax exemption*
Steps to Organizing 5

T

Tax Exemption
 Sales 5, 23
 Income 5, 23

U

Unrelated Business Income Tax
 (UBI) 23

UTAH *arts* COUNCIL



COMMUNITY STATE/PARTNERSHIP PROGRAM

Utah!

Where ideas connect™

Utah Arts Council
617 E South Temple
Salt Lake City, UT 84102
Phone: 801-236-7555
Fax: 801-236-7556
Website: www.arts.utah.gov/csp/

“The Utah Arts Council works to make the arts available to everyone, regardless of special needs or cultural differences, and encourages all who participate in our programs to do the same”